

Astons' Recreation Committee

Minutes of meeting held at 19:30 on Monday 5th Feb 2018

1. Apologies

Jeremy Imbush (JI), Bob Picken (BP), Claire Williams (CW)

2. Present

Jolyon Tidmarsh (JT), Albie Welch (AW), Joanna Hart (JH), Seirian Sumner (SS).

3. Minutes of last meeting

The minutes of the meeting held on 5th November 2017 were agreed.

4. Matters Arising

JT reported some progress on the dog poo and toy box signs. We have several sets of artwork but need to get them printed onto 3mm plastic (the current ones are too flimsy) perhaps using Falcon signs in Grove. This may also be linked with CLP and parish council since this affects the whole village. If we are going to implement fines then a byelaw may be required: there is info on the SODC website. Action: JT Contact Louise Binder (done) but need to action the signs. OPEN.

CW to report back on ideas for organising booking OPEN.

5. Health & Safety Issues

The balustrades on the pavilion have become loose and need to be replaced. JI has investigated to see if covered by the builders' guarantee but it isn't. The next action is to get quotes.

JI has bought a first aid kit that he will put on the wall. DONE. Thank you JRI.

Keys and Insurance. Zurich insist that we can't keep keys on site: "the reply was no to a locked cabinet, and all keys had to be off site. This means that each bunch of keys will have 11 on it – every external door is an emergency exit. We need six full sets: Chairman, Vice-chair, Maintenance, Bookings Secretary, Hirer and cricket club. I estimate that we need about 50 extra keys to make up the sets. That will cost about £250. Security shutter keys are £7.00 each. Ridiculous!". It was agreed to investigate cost of replacing lock barrels to minimise the number of keys. Action: Jolyon

JI has investigated a sign for the gate and has been quoted £1,000 for a glass sign. We need to agree wording for the sign. JI to propose wording. Everyone to keep an eye out for suitable sign manufacturers (if you see a good sign, the manufacturer should be stated on the back of sign).

OPEN. As: end use Need: to know that they are in the right place, how to contact ARC, advertise bookings available. Draft text is:

Welcome to the Astons Recreation Ground

The Pavillion is available for hire

www.theastons.net

This will be mounted on the gate to the car park. Lettering big enough to be easily read from a car driving past.

Smaller version on the Lollington entrance.

Next action: please suggest ammendments. We will proceed in April.

Tree Survey. The parish council have agreed to pay for half of the amount (it was £600), since it is important that this is actioned as soon as possible. Action: Nigel Hawkey to coordinate access to the carpark with the tree surgeons.

6. Financial Matters

The account balance is £29,665. Includes £100 from Astonbury. Payments due to JRI £495 which has been approved by Parish Council, boiler service £164 and fire extinguisher check (amount not known).

JH to invoice Parish council for the health and safety costs and half of the tree survey cost.

JH to prepare VAT reclaim invoice.

Meter Readings: GAS 010757 69 Electricity: 52721 8
Renewals are due 1 May 2018. Review is needed in March.

7. Administrative Matters

8. Reports from Clubs and other Rec Ground Users

Cricket club would like to create a memorabilia display in the pavillion. ARC is interested in having something wall mounted since it would look nice. It was felt that a free standing cabinet would take up precious floor space and may get damaged if moved for an event. ARC suggest that the cricket club look into options for consideration at future meeting. Action: JT talk to Dave Kilcoyne. STILL OPEN.

9. Fundraising and Social

ARC is supportive of holding Astonbury again this year. Astonbury need to propose the amount of underwriting required from the parish council.

Preliminary date is now Saturday 16th June. A draft budget and plan [PRS, TEN, Risk assessment, Inform insurers] are needed for our next meeting. A committee is being formed and their first meeting is Thursday 8th.

10. Maintenance

The digger used to build the bonfire has left tyre tracks on the wet ground. A proper roller is required to fix this. Closed as can be done as part of cricket club rolling at end of March.

Tractor Mower. The mower bit has been repaired by Oz Holstabar for free (many thanks Oz). Oz has kindly offered to help service the tractor with JI. OPEN.

11. Development plans

Initial plans were presented by JT and SS. The plan is to go for a tennis court/ multi-use games area, bicycle pump track and replace swings and adventure trail in the toddler. Existing quotes for the games area were £70k to £90k, the pump track is estiamated at £30k and so the whole project may cost up to £200k. Grant applications and planning permission are starting to be prepared on this basis.

JT and SS will present a report at the next meeting.

12. Monthly Tasks / Jobs Calendar

Defibrillator checks: Emily Richards will report to PC on a quarterly basis and we do not need to be involved.

CW to continue playground checks – Seirian to check she's still ok to do these. STILL OPEN.

13. Any Other Business

JRI raised the point "The spoil heap at the top of the rec created from the waste resulting from the redevelopment of the playground and a number of bonfire nights is attracting flytipping, so I think that when the ground hardens up in the spring, we should get it removed. It would cost £200-250 I believe." We should get a skip booked in readiness for the village workday on 24th March.

JRI "Most of the sleepers around the boules pitches are broken or are out of line, so it would make sense to replace the whole lot at one go, rather than piecemeal. It's rapidly disintegrating, so should be done this spring/summer. It is not as easy as it seems, because the pitches themselves are graded like a road, with the biggest stones on the bottom, leading up to the fine gravel on top. This means that the sleepers cannot just be dug out- the layers of the pitches must be separated carefully so that they can be reused in the correct order. Also, the sleepers rest on a layer of flat bedding stones, which must not be disturbed-at any cost!" Committe: We think we should leave it alone since it is not being used.

Old footballs goals can be disposed of on the workday, and the new ones put up.

JRI: The Matt Shuttleworth room carpet needs to be professionally cleaned before the spring cricket season starts. It's a real mess now. Cost would be £200 I believe. Cttee: looking for a volunteer to organise. A rug doctor would be £50 from Tesco.

JRI: We lost four of the cheap (£30) pop-up gazebos to wind and rain last year- they were just not strong enough to cope. I suggest that we buy two of the more expensive ones, similar to the other ones that we have, which stood up to the weather conditions perfectly well. They cost about £100 each inc vat. Cttee: we use these for the kids areas and on the entrance, and one each side of the stage. Action: Astonbury to decide what they actually need, find a good quality solution and report.

At 2100 the meeting was called to a close.

14. Next Meeting

The next meeting will be on Monday 8th January at the Pavilion at 7:30pm.

Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Defibrillator check Boiler Service		
February	Playground checks Fire extinguisher check Defibrillator check	Meter Readings	
March	Playground checks Defibrillator check	Ensure payments up to date Final VAT return before mid-March Review Gas & Electricity contracts (expire end April)	Spring Work Day
April	Playground checks Defibrillator check	Prepare FY accounts Weed & feed grass Gas/Electricity contract renewal due	

May	Playground checks Defibrillator check	Internal Audit Meter Readings	
June	Playground checks Defibrillator check	AGM	Astonbury
July	Playground checks RoSPA playground check Defibrillator check		
August	Playground checks Defibrillator check	Meter Readings	
September	Playground checks Defibrillator check	Prepare budget for next year	Autumn Work Day
October	Arrange & carry out PAT test by 14 th October Playground checks Defibrillator check	Present budget to PC	Safari Supper
November	Playground checks Defibrillator check	Meter Readings	Bonfire Night
December	Playground checks Defibrillator check		